

10 APR 1980

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MEMORANDUM FOR: Deputy Director for Administration  
FROM: [REDACTED]  
Chief, Information Services Staff  
SUBJECT: ISS Weekly Report (3-9 April 1980)

Regulations Control Division

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RCD processed 20 regulatory issuances this reporting period and provided guidance to ODP on the preparation of a headquarters notice  
[REDACTED]

Records Management Division

RMD prepared a memorandum notifying the DCI of plans to reduce the retention period of the Cable Reference File from 20 years to two years and forwarded to the DDA for signature.

The Information Security Oversight Office will conduct inspections of some Agency components on 21 April 1980. All designated components have been notified.

RMD assisted the DO in the procurement of micrographics equipment and helped coordinate a training course for DO personnel conducted on Agency premises by the Air Force.

The CARS Task Force met with the APEX Steering Group to discuss data elements required by the APEX system and plan their inclusion in the CARS guidelines.

Classification Review Division

CRD renewed discussions with State and Defense Department personnel concerning the best method of reviewing NIS sections. Both agree that we should perform the review and request concurrence when we feel declassification is in order.

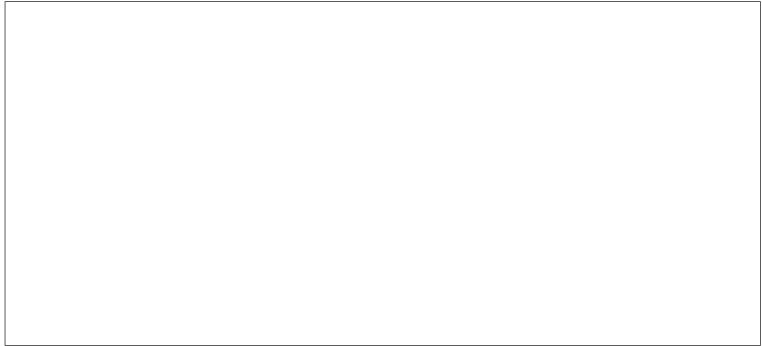
CRD processed approximately 21,000 pages of material, including six manuscripts this reporting period.

Information and Privacy Division

A separate report is attached.

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Attachment



ADMINISTRATIVE - INTERNAL USE ONLY

10 April 1980

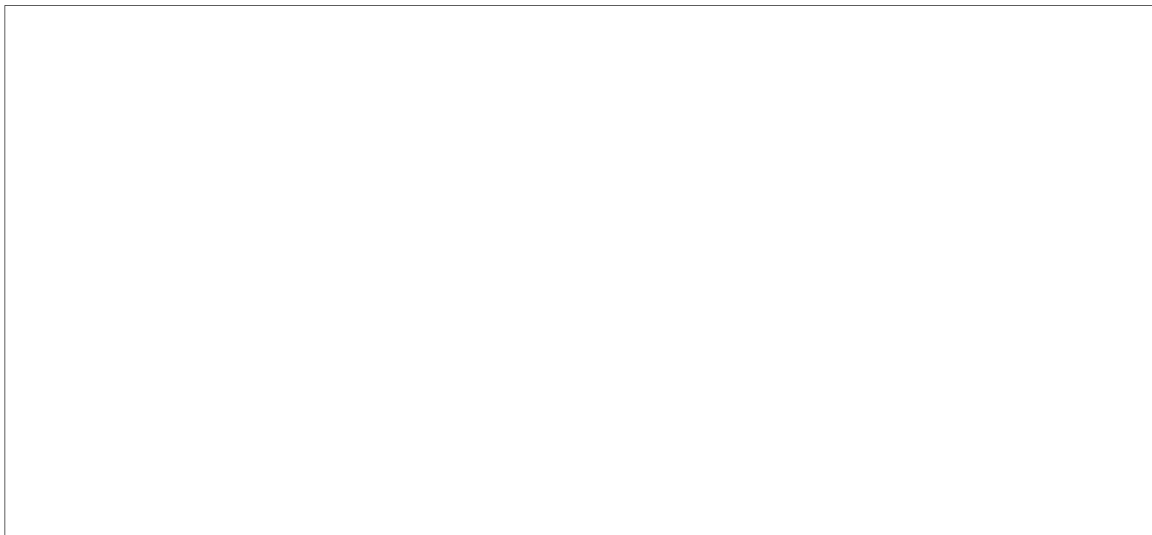
MEMORANDUM FOR: Deputy Director for Administration  
FROM:   
Acting Chief, Information and Privacy Division, ISS  
SUBJECT: IPD/ISS Weekly Report (3-9 April)

1. The Week in Review
- |                         | <u>3-9 Apr</u> | <u>1980 Weekly Average</u> |
|-------------------------|----------------|----------------------------|
| a. New cases logged     | 69             | 62.8                       |
| b. Cases closed         | 42             | 54.9                       |
| c. New appeals logged   | 5              | 1.8                        |
| d. Appeals closed       | 1              | 2.1                        |
| e. Manpower (man-weeks) | 95.1           | 95.8                       |
2. Current Backlogs
- a. Initial requests - 2767
- b. Appeals - 418
3. Spotlighted Requests

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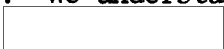
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### 5. Analysis

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a. The second presentation of the FBI's 'mosaic' was attended by approximately 240 Agency employees. We understand that arrangements are being made for another showing at  for interested personnel working there.

b. A revised version of our schedule of fees for services provided under the FOIA is currently being circulated for comment. It provides for increases in the hourly rates for clerical and professional searches, taking into account the escalation of federal salaries since 1975, and adjusts the charges for computer searches to more accurately reflect current costs. In addition, the narrative section is being expanded to include certain policies and procedures with respect to fees which have evolved since 1975, when CIA's FOIA regulations were first promulgated.

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- 1 - DDO
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- 1 - OGC
- 1 - OLC
- 1 - OP
- 1 - OL
- STAT 1 - C/IMS [ ]
- 1 - DDO/IRO
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